

ITAS – Integrated Time and Attendance System

Logging On - A Quick Reference Guide

When you first begin using ITAS, you will use ITAS in parallel with TAIMS for a minimum of two pay periods. When you go “live” on ITAS, TAIMS is no longer used and your time and attendance is determined exclusively from ITAS. Your ITAS Administrative Officer will notify you when you will begin using ITAS “live”.

Logging On to ITAS

- Open Netscape
- In Location, type: <http://www.hrs.psc.dhhs.gov> - press **enter**
- The **HRS Homepage** will appear - click on **Time and Attendance**.
- The **ITAS Homepage** page will appear.
 - The **first time you access ITAS** from Netscape you will be required to perform a **Setup Procedure**. Follow the instructions on the screen. If you encounter problems performing the Setup Procedure, please contact the **SND Helpdesk at 301-504-3068**.
 - **Note:** You only need to complete the Setup Procedure one time.
- After completing the Setup Procedure or to access ITAS, **click on the icon for your OPDIV**.
- **ITAS Login ID** = your **SSN** (no dashes) - press **TAB** or move the cursor with the mouse.
- Type in your password. The first time you login to ITAS enter the password “**newuser**”. Remember passwords are **case sensitive**. Press **enter**.
- ITAS immediately requires you to change your “**newuser**” password to a **unique** password.
- Type your current password “**newuser**” in “**Current Password**”.
- **TAB** or mouse click in “**New Password**” and type in the new password you wish to use with ITAS. Note: You must select a password that is **six to eight characters in length**.
- **Re-Type** your new password to **confirm**.
- Everyone has access to the **Employee Functions Menu** however, the **ITAS Main Window** will appear if you are also configured as a **Timekeeper, (Leave) Approving Official, or ITAS Coordinator**. The roles you are authorized to use will appear in darker letters next to the icon.

?Forget Your Password?

- If you forget your password, see your **Timekeeper** or **ITAS Coordinator** who will reset your password back to “**newuser**”.
- Log on using your **Login ID (SSN)** and **Password “newuser”**. ITAS immediately requires you to change your “newuser” password to a unique password.
- Type your current password “**newuser**” in “**Current Password**”.
- **TAB** or mouse click in “**New Password**” and type in the new password you wish to use with ITAS. Note: You must select a password that is **six to eight characters in length**.
- **Re-Type** your new password to **confirm**.

Refer to the Quick Reference Guide and/or ITAS User Manual for information on performing the Employee, Leave Approving Official (LAO), Timekeeper, and/or Administrative Officer (ITAS Coordinator) functions.

If you require **additional assistance** using ITAS, contact the **HRS Helpdesk at 301-504-3000**.